

FOREIGN BROADCAST INFORMATION SERVICE

P.O. Box 2604
Washington, D.C. 20013

24 March 1987



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In response to your letter of February 6 I have passed to our personnel officer the package of [] job application materials. They will be checking around for possible interest in FBIS and have suggested that in addition to a job as executive secretary or in the secretarial field that she might also, because of her language abilities, be interested in an intelligence analyst position. We will be looking around for positions of that nature as well.

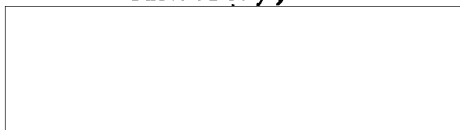
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While it was good on your part to send the package in early, unfortunately official processing of [] application cannot begin until her return to the Washington area and submission of the official application form for the Office of Personnel and Office of Security to process. It would be nice if we could get a leg up by doing this in advance but I am advised this is not possible.

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Best regards. Look forward to seeing you on your return in August.

Sincerely,



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Deputy Director

FBIS [] (24Mar87)

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Distribution:

Original - Addressee

1 - D/FBIS Chrono

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[redacted]
American Embassy (FBIS)
APO San Francisco 96301

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February 6, 1987

[redacted]
Deputy Director, FBIS

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Dear Paul:

I would be most appreciative if you could pass on [redacted] Agency employment application package to the DDS&T Personnel Office for regular Agency employment. We will be returning to Washington in August 1987, after three years in Hong Kong and Seoul, and [redacted] would like to be considered for employment as an executive secretary or office manager with DDS&T, preferably located in Reston.

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During our 1-year stint in Hong Kong, [redacted] worked for the Foreign Commercial Service as secretary to the Deputy Chief. After my transfer to Seoul, she filled in as personal secretary to the chief of FCS in Seoul while the regular secretary was on home leave. Then [redacted] accepted a position with the Agency Station in the Support Branch. She loved the work, but unfortunately her supervisor would not clarify who was her immediate supervisor, she found herself in an impossible situation, and after nearly 4 months decided to leave. The full-time FCS secretarial position had become available, and [redacted] was hired to fill it. She has held this position since that time.

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[redacted] job is one of the busiest and most challenging secretarial positions in the Embassy. FCS is extremely busy here, with the huge trade with the United States and mounting trade problems. Her boss, whose title is Commercial Counselor, works closely with the Ambassador and DCM, and [redacted] handles all of the liaison and coordination activities for him within and outside the Embassy. She works closely with the Ambassador's and DCM's offices and the Economic Section, handles scheduling and other work for her boss and three FCS officers, is responsible for all classified material, does the FCS budget record keeping, and supervises two Korean secretaries. She does most of the appointment work and liaison activities for FCS with Korean Government counterpart ministries and agencies.

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Of course I am somewhat biased, but if [redacted] can very competently handle a position that otherwise would require two people, I think she should be able to handle any position as an executive secretary or office manager.

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We are seeking to get her application in as soon as possible in the hopes of having something blocked out for her by the time we return. Many thanks for your assistance.

Sincerely,



Deputy Chief
FBIS Seoul Bureau

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Attachments